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CRP Tool
User Guide

CRP Tool User Guide

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General Information

This handbook provides instructions to CLU Maintenance Sites for using the CRP Tool application. This application will allow the users in the County Offices to add or update:

- tabular data (e.g. contract number, acreage, and date)

This data will be used in conjunction with a variety of service center business processes.

Initial Installation

> **NOTE:** This tool will be installed when the CLU Maintenance Tool is installed.

Using the CRP Tool (Overview)

The CRP Tool is automatically started when the Maintenance Tool is loaded. The CLU Maintenance Tool should be launched from the "**Start Menu**" on the Windows desktop. ArcView will load a blank "**Apr**" (ArcView Project File - see ESRI user manual for additional information) which will be provided to the users during the installation process. This tool will contain the essential extensions used to maintain CLU data including the CRP Tool. After properly loading a CLU theme with the CLU Maintenance Tool, the CRP tool will be fully ready to use. The Maintenance Tool will prompt the user to create or add a CRP table before editing the CLU layer.
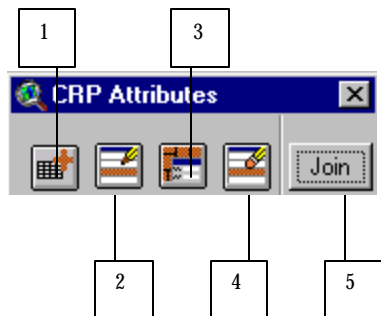
Loading the CLU Maintenance Tool
Please refer to the CLU Maintenance Tool User Guide for instructions on how to load the CLU Maintenance Tool.

CRP Functions

CRP Tool

These tools contain many of the functions associated with creating and updating CRP data in a tabular format. They are located on a movable (floating) toolbar in the ArcView environment.

1 – Add / Create CRP Table

2 – Add CRP Record
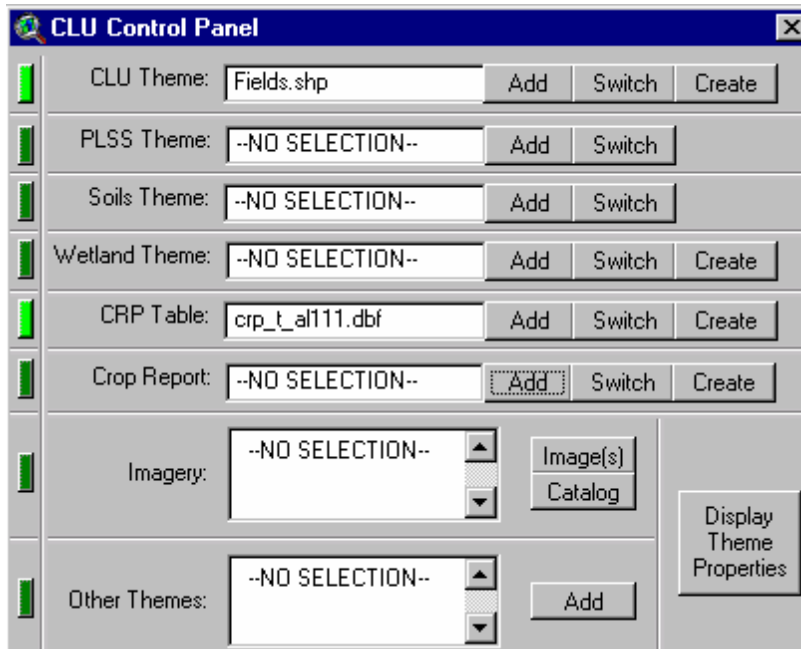
3 – Update CRP Attribution
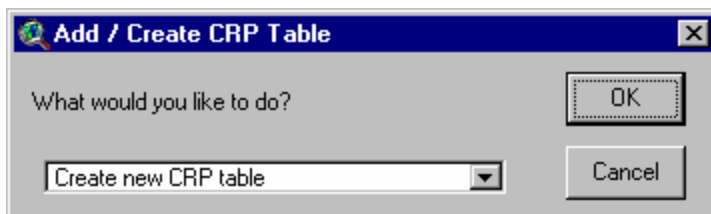
4 – Delete CRP Record

5 – Joins/Unjoins CRP to CLU

Add / Create CRP Table

The "**Add** " button allows the user to add an existing or create a new CRP table. This button is to be used for loading which CRP table is to be edited.


Create new CRP table

- Choose the option to "**Create new CRP table**" and click on "**OK**".

- This will open the "Enter State / County FIPS" dialog.

When this dialog opens, please do the following :

- Choose one state abbreviation for the state that is being edited from the drop down list.

- Type in a three-digit FIPS code that corresponds to the county that is being edited.

- Click on "Set FIPS" button to create the new CRP table. (the "Cancel" button will terminate the process)
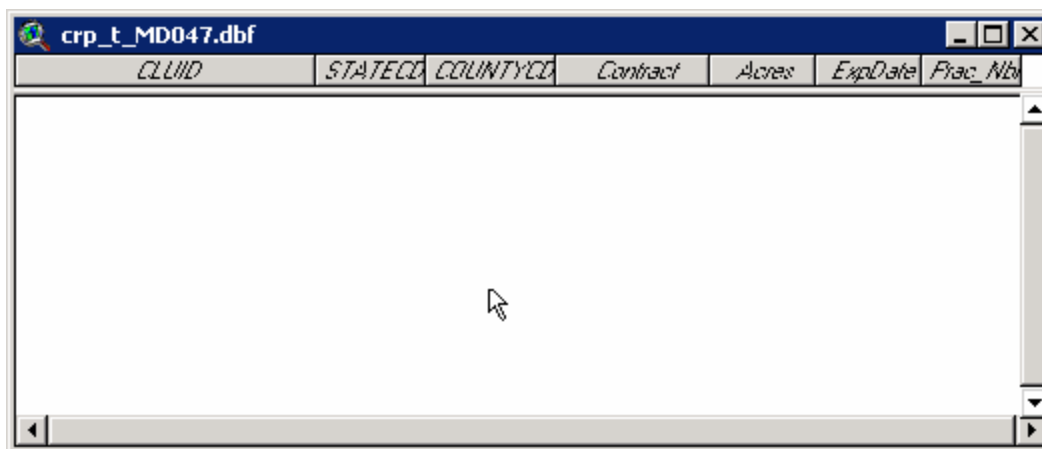
NOTE: Make sure the CLU theme has been loaded into the Control Panel. The CRP tool will not work without this theme.
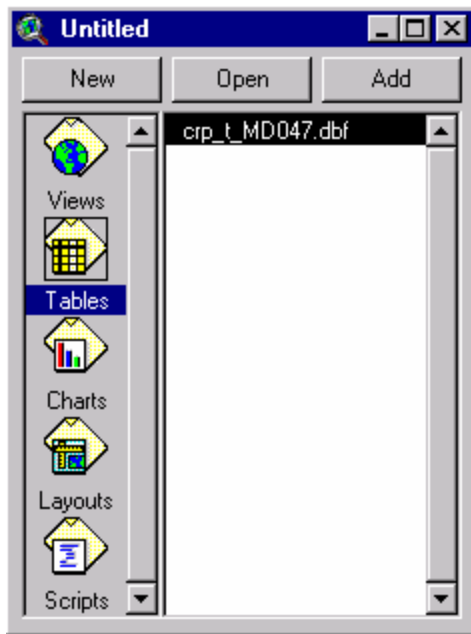

After clicking on the "**Set FIPS**" button, choose a directory where you want to save the CRP table and click "OK". .
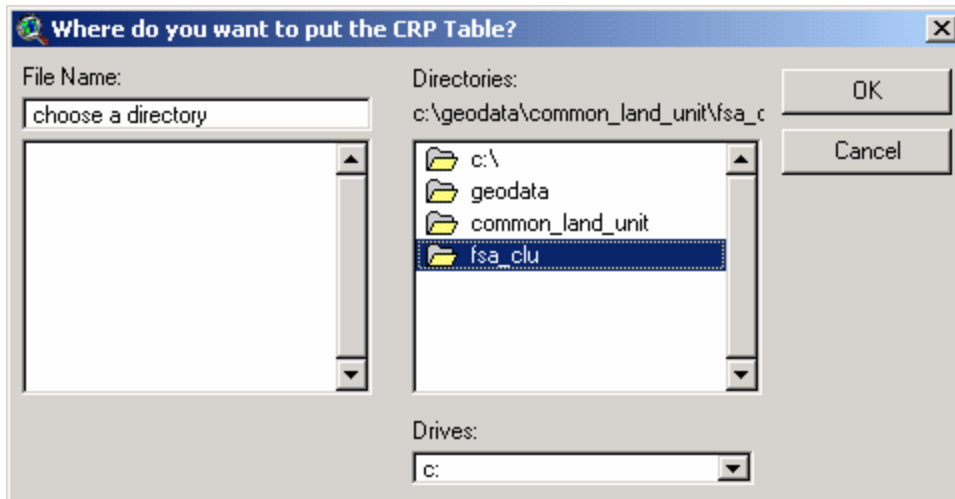
A new table will be created in ArcView. Notice that the name begins with "**crp_t_**" followed by the two letter state abbreviation and three digit County FIPS number entered in the "**Enter State / County FIPS**" dialog followed by "**.dbf**".
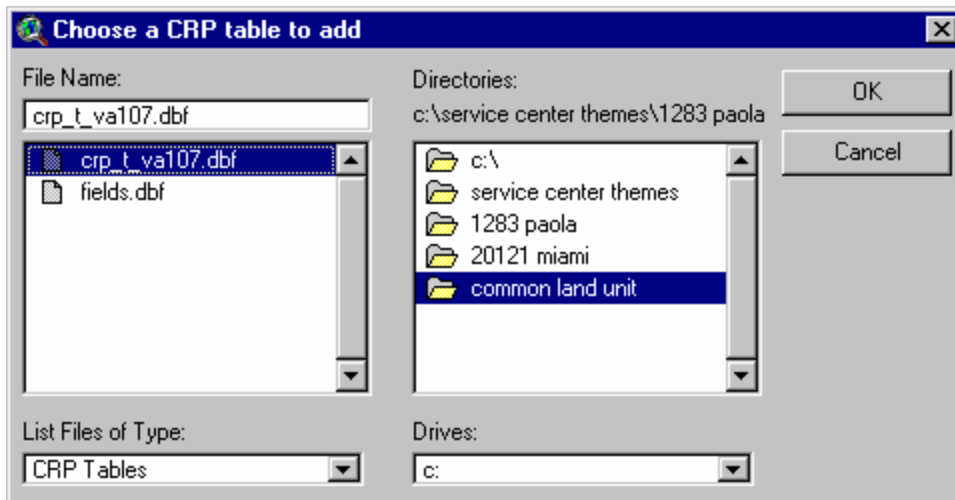
In this example, the user chose Maryland (or MD) for the State and 047 for the County FIPS. Now the new table is named "**crp_t_MD047.dbf**", which is Worcester County, Maryland.

Choose the option to "**Add**". This will open up the "**Choose a CRP table to add**" dialog box.

Browse through the directories and select the CRP table to add to the current project, then click on "**OK**" (the "Cancel" button will terminate the process).

After clicking on the "**OK**" button, a new table will open on the screen. Notice that the name begins with "**crp_t_**" followed by the two letter state abbreviation and three digit County FIPS number followed by ".**dbf**".

In this example, the user chose Virginia (or VA) for the State and 107 for the County FIPS. Now the new table is named "**crp_t_VA107.dbf**", which is Loudoun County, Virginia.
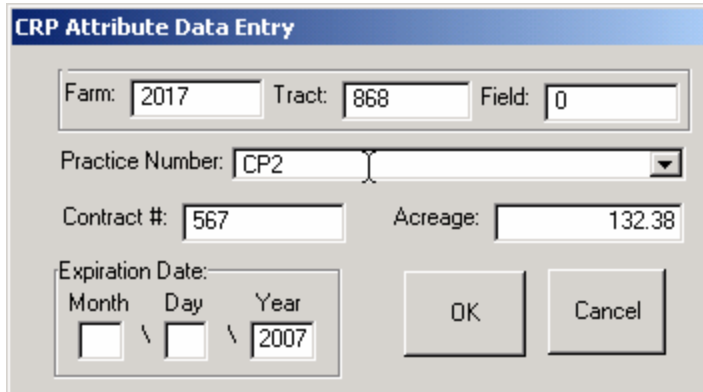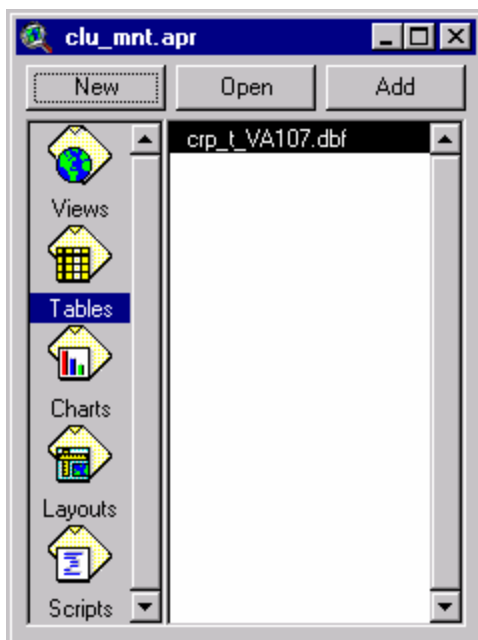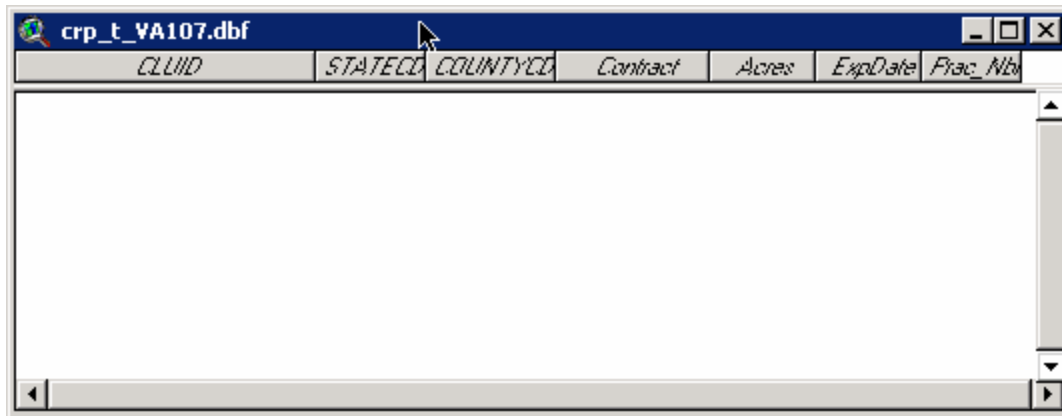

Add CRP Record

Make sure the View is active and click on the "**Add CRP Record**" button to activate the process of adding a CRP record. The program will wait for the user to choose a polygon that they want to attribute as a CRP polygon.

Click on a polygon and the "**CRP Attribute Data Entry**" dialog will appear.
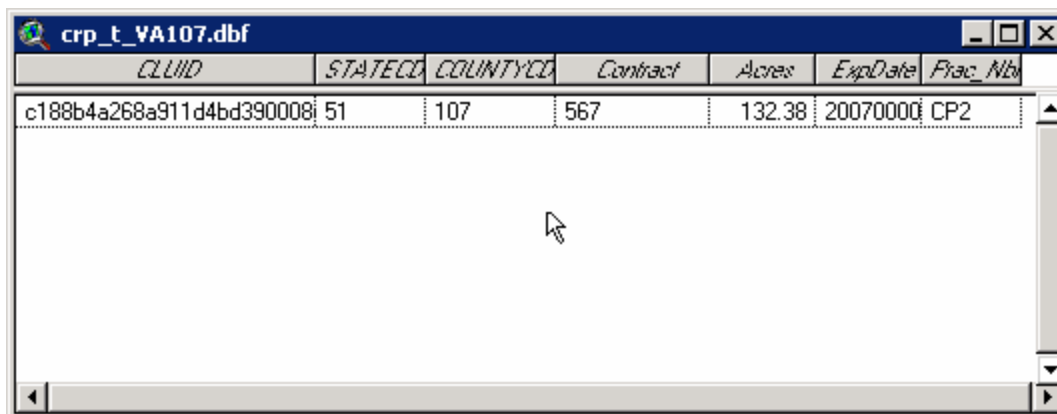
Fill in the practice number, contract number, acreage (if necessary), and the expiration date. Click on "**OK**" to store the information or "**Cancel**" to terminate the process.

> **NOTE:** The acreage is automatically populated with the acreage of the CLU. This can be changed to the contract acreage if necessary.

If the "**OK**" button is clicked, a final confirmation dialog will appear which asks the user if they wish to save the attribution or not. Click on "**Yes**" to apply the attribution to the or "**No**" to terminate the process.

NEW Feature: *The practice number was added to the CRP attribute dialog to allow users to store additional information about the CRP record.*

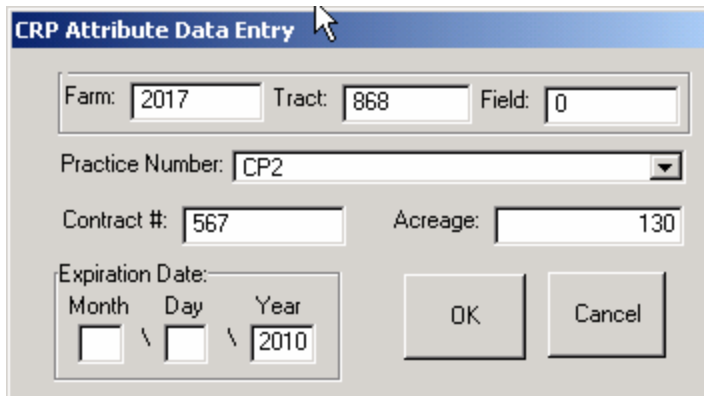> **NOTE: If a record already exists for the selected polygon, a message will appear to alert the user.**

Click on the "**Update CRP Attribution**" button to activate the process of attributing a CRP record. The program will wait for the user to choose a polygon that they want to change the attribution on.

Click on a polygon and the "**CRP Attribute Data Entry**" dialog will appear.

CRP Attribute Data Entry

Farm: 2017   Tract: 868   Field: 0

Practice Number: CP2

Contract #: 567   Acreage: 130

Expiration Date:
Month   Day   Year
          \   \   2010

OK   Cancel

Change any of the necessary fields and click on the "**OK**" button to store the information or "**Cancel**" to terminate the process.

If the "**OK**" button is clicked, a final confirmation dialog will appear which asks the user if they wish to save the attribution or not. Click on "**Yes**" to apply the attribution to the table or "**No**" to terminate the process.
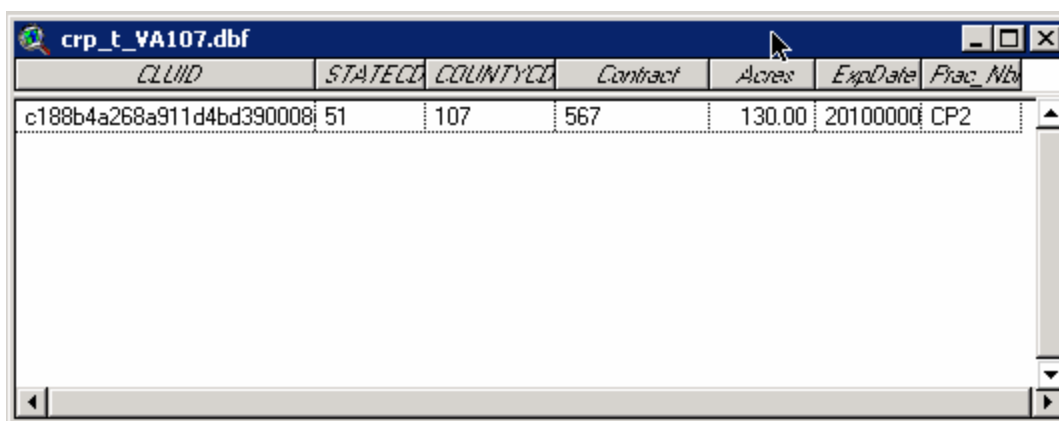
crp_t_VA107.dbf

| CLUID	STATECO	COUNTYCO	Contract	Acres	ExpDate	Prac_Nbr
c188b4a268a911d4bd390008i	51	107	567	130.00	20100000	CP2

> **NOTE:** If a record does not exist for the selected polygon, a message will appear to alert the user.

Delete CRP Record

Click on the "**Delete CRP Record**" button to activate the process of deleting a CRP record. The program will wait for the user to choose a polygon that they want to delete from the CRP Table.

Click on a polygon to delete and a "**Final Confirmation**" dialog will appear which asks the user if they are sure, they want to delete the selected record. Click "**Yes**" to delete the record or "**No**" to terminate the process.
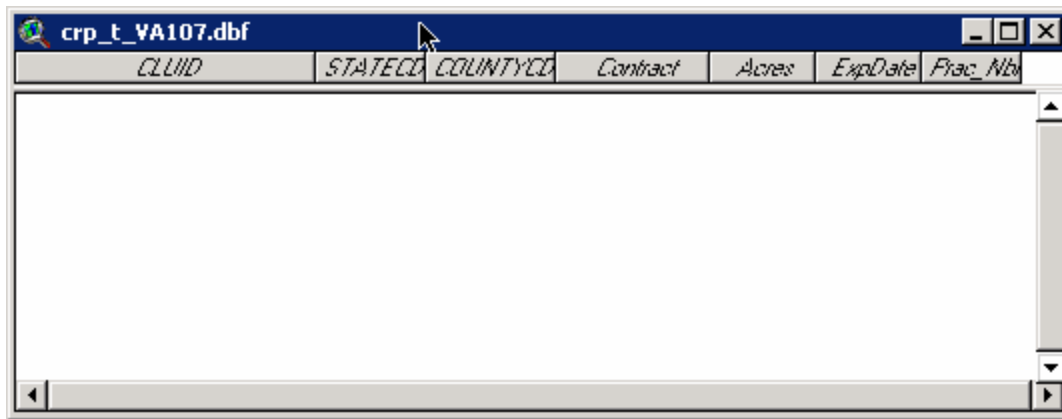
> **NOTE:** If a record does not exist for the selected polygon, a message will appear to alert the user.

Join/Unjoin CRP to CLU

Click on the "**Join CRP to CLU**" button to join the CRP record to the CLU record. If the user wants to unjoin the tables, click on the "**Unjoin CRP to CLU**" to reverse the process.

These buttons join or unjoin the CRP table to the CLU table which tracks CRP data in the CLU table and stores all of this information in one location.

The button on the floating CLU toolbar says "**join**" until the tables are joined, and then it changes to "**unjoin**."